



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 12720.3  
ARCB  
8 Nov 93

MARINE CORPS ORDER 12720.3

From: Commandant of the Marine Corps  
To: Distribution List

Subj: HONORARY RECOGNITION FOR ACHIEVEMENT IN EQUAL EMPLOYMENT  
OPPORTUNITY (EEO)

Ref: (a) FPM 713, Subchapter 5  
(b) MCO 12451.2B

Encl: (1) Criteria for Honorary EEO Awards

1. Purpose. To establish honorary recognition of civilian and military members assigned to Headquarters Marine Corps and activities serviced by the Civilian Human Resources Office (CHRO), for achievements in the Equal Employment Opportunity (EEO) Program.

2. Background

a. References (a) and (b) encourage the recognition of exceptional contributions through extending equal opportunity to individuals seeking Federal employment or assisting employees to achieve their highest potential and productivity.

b. The intent of the references and this Order is to:

(1) Emphasize the Federal Government's policy of providing equal employment opportunity to all Federally employed citizens.

(2) Demonstrate that management values employees, supervisors, and managers who actively and effectively contribute to EEO.

(3) Encourage organization wide commitment to the EEO Program through publicizing the impact and positive effect of these contributions.

3. Discussion

a. Of the many who actively work toward equal employment opportunity in the Federal Government and at Headquarters Marine Corps, supervisors at all levels have key responsibility and exert the greatest influence. The EEO staff, EEO counselors, and Civilian Human Resources program directors provide leadership

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and support. All Federal employees have the responsibility as well as the opportunity to contribute to EEO.

b. Honorary recognition may be given in the following categories:

(1) Awards to supervisors and managers.

(2) Awards to persons with EEO Program/Personnel Staff responsibilities.

(3) Awards to employees for both Federal and non-Federal contributions.

#### 4. Nomination Procedures

a. Nominations will be accepted for achievements that meet the guidelines in enclosure (1).

b. Nominations may be submitted by anyone having knowledge of the achievement. Nominations, with full justification, should be in narrative form and submitted to the EEO Advisory Committee Chairperson for committee consideration.

c. Nominations are due annually on 15 December. Submit nominations in memorandum or letter format (two pages maximum). Send to Chairperson, Equal Employment Opportunity Advisory Committee, via Deputy Equal Employment Opportunity Officer (ARC-2).

#### 5. Selection

a. Selections will be made by the EEO Advisory Committee and forwarded to the Headquarters Marine Corps Equal Employment Opportunity Officer (EEEO). The EEEO and the Deputy Equal Employment Opportunity Officer (DEEEO) will provide concurrence and approval.

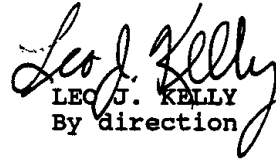
b. More than one award may be granted in each category; however, if an award is not warranted, an award need not be granted. The granting of an award depends upon the merits of the nominees's accomplishments.

6. Presentation. Presentations will be made by the HQMC EEO Officer at an appropriate ceremony.

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7. Action. All personnel may submit nominations for EEO Awards. Nominations shall be submitted to the EEO Advisory Committee by close of business, 15 December.

8. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

  
LEO J. KELLY  
By direction

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CRITERIA FOR HONORARY EEO AWARDS

1. Awards to Supervisors and Managers

a. Recognition for supervisors/managers must be based on objective evidence which clearly indicates that a supervisor or manager has excelled in several of the following important job factors:

(1) Active recruitment of minority and female employees.

(2) Motivating employees through direct, supervisor-to-employee encouragement and assistance in developing their full potential and utilizing their skills to the maximum extent.

(3) Achieving effective employee utilization.

(4) Demonstrating sensitive treatment of all employees.

(5) Exhibiting overall support of the EEO program.

b. Examples of achievement in these areas could include the following:

(1) Encouraging employees to participate in on-the-job and off-the-job training programs; adjusting work hours, as an example.

(2) Encouraging employees to apply for positions for which they qualify and which offer career potential.

(3) Recognizing employees (particularly minority group members and women) through the Federal Incentive Awards Program.

(4) Encouraging employees to submit suggestions. Assisting and giving guidance in the write-up and submission of suggestions.

(5) Promoting the use of programs aimed at lower-level employees and minority groups and women. This would include student aids, summer aids, Cooperative Education, and Upward Mobility positions.

(6) Working with the servicing Civilian Human Resources Office (CHRO) staff and with EEO officials to assist in implementing programs designed for lower level employees, minority group members and women. A partial justification for an award might include serving on Upward Mobility panels, addressing

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groups of summer aids or Upward Mobility trainees, or serving on the EEO committee. Other elements of justification include: the restructuring of positions to be filled at entry levels whenever possible, encouraging employee participation on the EEO committee, and in EEO-sponsored programs.

(7) Maximizing the potential of current employees by redistributing duties whenever possible to provide challenging assignments, providing rotational assignments, and permitting employees to learn to use new or presently available equipment and technology.

(8) Motivating employees in such a manner that the rate of turnover is measurably reduced.

(9) Exhibiting an outstanding ability to work with representatives of employee organizations on matters affecting minority group members and women.

(10) Ensuring that minority group members and women will have the opportunity to advance to the full performance level in the same length of time as other individuals.

2. Awards to Persons with EEO Program/Personnel Staff Responsibilities

a. Awards in this category may be given to persons who have specific responsibilities for equal employment opportunity with the Federal Government such as EEO Officer, Deputy EEO Officer, EEO Counselors, EEO Advisory Committee members, Federal Women's Program Manager, Hispanic Employment Program Manager, etc.

b. Examples of achievements by the above EEO program/personnel staff include:

(1) Developing a particularly dynamic affirmative action plan. Such a plan would have active participation and understanding from both management and employees. It would provide more than is required by regulation and would work to resolve fundamental problems.

(2) Administering effective education and training programs. The programs would be designed for the general work force and for particular groups within the work force. The effectiveness of the program would be shown by internal

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evaluations, increased program participation and decreased EEO related problems.

(3) Developing and maintaining a relationship with local minority groups and women's groups that result in assistance from these groups in recruitment, education, and training efforts. Letters of appreciation from these groups would be prime evidence of this involvement.

(4) Effectively resolving complaints at the lowest possible level. Accomplishments in this area might be shown statistically by the relative difference over several years in the number of complaints resolved informally.

3. Award to Employees for Federal and Non-Federal Contributions

a. Awards in this category may be given to employees whose excellence in fostering Headquarters Marine Corps' Equal Employment Opportunity Program merits recognition.

b. Examples of achievements in the above area are:

(1) Contribution to effective resolution of community problems affecting equal employment opportunity. This might include such things as arranging for adequate transportation where lack of transportation acts as a deterrent to acceptance of employment opportunities, and helping establish a child care center. Both efforts may assist persons in obtaining and retaining employment.

(2) Providing outstanding contributions to economic opportunity programs such as the neighborhood youth corps, adult experience programs, or tutorial programs.

(3) Working on a volunteer basis to provide education and training to disadvantaged youth and adults.

(4) Service deserving of special recognition while working as a volunteer to assist the HQMC EEO Advisory Committee, various ad hoc committees, or EEO staff personnel in achieving specific EEO objectives. Some examples are outstanding achievement in one or more of the following: Compiling statistical data, special reports, training assistance, service relating to EEO program presentations, luncheons, and upward mobility selection processes.

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